

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **STUDENT LIFE DIRECTOR**

Job Order Number: 4082008

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$43,392 annually

Deadline: November 1, 2016 – until filled

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the below.)

Master's Degree in Education of the Deaf, Administration and Supervision, Educational Leadership, Social Work, Counseling or Psychology or a related field plus at least three (3) years of successful administrative or supervisory experience is preferred; or

Bachelor's Degree in Education of the Deaf, Administration and Supervision, Educational Leadership, Social Work, Counseling or Psychology or a related field plus at least five (5) years of successful administrative or supervisory experience will be considered; and

Successful experience as an administrator of a program for the Deaf and Hard of Hearing, experience in a residential school preferred.

PREREQUISITES FOR THE JOB

Possession of strong supervisory, leadership, communication and people management skills.

Possession of excellent planning, organizational, and interpersonal skills.

Astute understanding of child development and Deafness.

Experience in facilitating student development activities.

Fluency in expressive and receptive American Sign Language (ASL) and written English required. Must meet the required ASL competency level of Advanced.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below either with or without reasonable accommodation.)

Provides leadership to the Student Life program. Serves as a member of MSD's Cabinet and collaborates with all departments to ensure functioning of the programs in the Student Life division. Interprets and implements school policies to staff, students and parents.

Coordinates all transportation needs for activities and the home-going weekends, holidays, opening and closing of school.

Oversees the planning and implementation of nurturing after-school student development activities. Publishes monthly activity calendars. Reviews and approves plans for all afternoon/evening activities of an intramural/recreational nature. Coordinates facility usage with Athletic Director. Requests and assumes responsibility for the proper storing, distribution and replacement of activity equipment and supplies.

Manages the resources of the department including personnel, finances and facilities. Approves all requisitions from the department before submittal to the Business Manager. Screens, schedules interviews, coordinates interviewing panel and recommends to the Superintendent all candidates for Student Life positions. Plans and coordinates all pre-services and in-service training for personnel. Plans and coordinates annual performance based evaluations of Student Life personnel. Works with the Business Manager to prepare annual budget.

Ensures the safety and well-being of students. Plans and coordinates social education, guidance, care, training, activity and safety training (fire/disaster drills, Internet safety, anti-bullying, etc.) and ensures proper and timely protection for students and staff against abuse or harassment. Resolves individual skill and/or behavior problems of students through conferences and/or written communication with the Child Study Team, Home School Coordinators, educational administration, staff, and parents.

Ensures positive appearance and cleanliness of residence units. Makes periodic inspections of facilities under his/her supervision and recommends corrective action.

Maintains standards for student behavior. Prepares in concert with the School Supervisors, Dormitory Directors and the Assistant Superintendent handbooks for students and keeps them updated.

Provides direct supervision to the Dormitory Directors, Activities Director, and Secretary.

Improves the quality of student development services and accountability of residential programs through the use of supervision, performance evaluation, staff development activities and tracking of results. Responsible for developing a program/plan of staff development for all employees of the Student Life section.

Promotes effective and positive relationships with students, staff/faculty, parents, visitors, and other community members.

Facilitates close and effective communication between the residence units, schools, and parents. Conducts parent conferences as needed.

Participates with School Supervisors and Assistant Superintendent in planning of school year activities and other related matters.

Facilitates effective communication between the residence units and academic departments.

Conducts tours of campus and answers questions of visitors when called upon by the Superintendent's Office.

Periodically counsels with students or recommends such.

Performs other duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at

<https://dese.mo.gov/sites/default/files/hr-employment-application.pdf>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

NOTE: If a college degree is a requirement for this position, transcripts MUST be submitted with the application in order to be considered for employment. Failure to include transcripts (when required for the position) with your application will eliminate the application from the review process.

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees, longer term State employees can earn more.

SICK LEAVE: Accrue 10 hours per month.

HOLIDAYS: 12 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS). Members hired on or after January 1, 2011, are required to contribute 4% of their pay to the retirement system.

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) plan is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.